



City of Georgetown Special Events Application

Name/Title of Event: _____

Purpose of Organization/Group: _____

Contact Person: _____ Title: _____ Phone: () _____

Address: _____ City/ST/Zip: _____

Email Address: _____ Cell Phone () _____

Proposed location/route: _____

Will street(s) need to be closed? _____ Indicate the requested street(s) and time: _____

Proposed date(s): _____ Rain date(s): _____

Proposed hours: Set up beginning _____ AM/PM Dismantle by: _____ AM/PM

Operating from _____ AM/PM TO _____ AM/PM

Estimated spectator attendance: _____ Prev. year attendance: _____ Est. number of participants: _____

Number of vehicles/booths/units _____ Number of animal units _____

Does the Organization/Group intend to serve alcohol at the event? If yes, please contact the City Alcoholic Beverage Administrator for additional instructions. _____

Will there be any structures erected at the event? (tents, stages, bleachers, other) _____

Please circle other services needed: Barricades Herbies Recycle Containers Fire/EMS Traffic Control Police/Security/Crowd Control

Electricity (Please Explain): _____

Other needs: _____

Application Requirements:

- 1.) **Insurance:** The applicant shall furnish a certificate of commercial general liability insurance written through a company with an A.M. Best rating of "A" or better with the minimum coverage of \$500,000.00 per occurrence, listing City of Georgetown as an additional insured. Note: Acceptable Insurance Certificates must be submitted at least fifteen days before the date of the event, or the event application is subject to being denied.
- 2.) **Indemnification:** The applicant agrees to indemnify, defend and hold harmless the City of Georgetown, employees and agents, from all claims, liabilities, losses, damages, expenses, accidents and occurrences (including attorney fees) arising out of, or in connection with, the performance of the agreement, activities associated with the event or arising out of Applicant's use of the facility, excepting however, all such claims, liabilities, losses, damages, expenses, accidents and occurrences caused by City of Georgetown's sole negligence or willful misconduct.
- 3.) If you are interested in having a parade/run/walk, be sure to attach the route with this application.
- 4.) The approval process takes approx. 4weeks. This includes sending it to the City Council for approval. If additional costs are required (e.g. due to necessary permits or inspections, you will be required to pay for such services prior to issuance of approval. You will be notified by mail of the approval.
- 5.)

Signature of Applicant

Organizational Title

Date (m/d/y)

Please sign and return a copy to:
City Clerk's Office
100 Court Street
Georgetown, Ky. 40324